



**NORTH CAROLINA DEPARTMENT OF COMMERCE  
DIVISION OF WORKFORCE SOLUTIONS**

**DWS POLICY STATEMENT NUMBER: PS 03-2014**

**Date: April 1, 2014**

**Subject: Job Order Policy and Procedures**

**From:**

A handwritten signature in black ink, appearing to read 'William H. Collins, Jr.'.

**William H. Collins, Jr.**  
Assistant Secretary for Workforce

- Purpose:** To provide guidance regarding the Division of Workforce Solutions' Job Order Policy and Procedures.
- Background:** The scope and process for managing job orders has been operable for a number of years. Review of procedures has been conducted and the Division has developed updated job order policy and procedures.
- Action:** Workforce Office staff are required to operate the administration of all job orders as detailed in the applicable DWS Bulletin(s) transmitting the Division of Workforce Solutions' *Job Order Procedures*.
- Effective Date:** Immediately
- Expiration:** Indefinite
- Contact:** DWS Applicant Services State Office Staff  
(919) 814-0540